

This form must be submitted to the crematorium office by at least 10am, 2 working days prior to the cremation service.

Name of Deceased: _____ Funeral Directors & Branch: _____

Day & Date of Funeral: _____ Time: _____

Minister/Celebrant: _____ Branch Tel Number: _____

Service Type (please tick the appropriate box) Open to all Private Direct Cremation Attended Direct

Should you wish to personalise your service; we offer additional media services (there will be additional charges for these services)

Webcast of Service _____ Full Visual Tribute* _____ Holding Image _____ Recording of Service _____

Please note these services are not booked until confirmed with Woodside Crematorium. *Full visual tribute not available for 9am Attended Direct Cremation

Please check all recorded music directly with Wesley Music: Telephone: 01536 314 914 www.wesleymedia.co.uk We do not play CDs or MP3 players. If having recorded hymns with choir please check words for orders of service with Wesley before printing. Please send this completed form to Woodside Crematorium by 10.00am TWO WORKING DAYS before the service. Recorded music will be played for all services unless otherwise requested. PLEASE COMPLETE THE FORM CLEARLY IN BLOCK CAPITALS.

List in order to be played	State type e.g. Entry, sing, reflection committal, exit	Title of music / First line of hymn <small>*Please note that, at our sole discretion, we reserve the right to refuse to play any song we feel may cause offence to visitors and/or employees of Woodside</small>	Artist / Composer/ Performer Hymn with choir / Hymn without choir	State "In library" or "has been ordered"	Length of track
Example:	Entry	Ave Maria	Bach-Gounod / Andre Rieu	In Library	4:03
1					
2					
3					
4					
5					

Wesley Music Reference for ordered music: _____

Other information: _____

Any changes to the service will require an amended service details form to be submitted

Memorial Options:

We wish to contact you following the cremation service to provide you with information regarding additional services that we offer. Should you prefer, you may exercise your right to refuse use of your contact details for these purposes by emailing office@woodsidecrematoria.co.uk, within 7 days of the cremation service.

Floral Tributes:

There is an open air flower court within the Old Garden of Remembrance for the display of floral tributes following a funeral service. Mourners are free to take the tributes away after the service, or alternatively leave them on display in the floral tribute court.

Please note, that for practical reasons the crematorium cannot accept any responsibility for floral tributes left at the Crematorium either before, during or after a funeral service.

Environmental Policy:

Woodside Crematoria is committed to minimising its impact on the environment. To minimise the number of cremators in daily use there may be occasions when a cremation is not carried out on the same day as the service. However, cremations will always be carried out within 72 hours of the service taking place.

If it is imperative that a cremation is carried out on the same day as the funeral, then a written request to this effect should be attached to this form.

Applicant Signature:

I have read and understood the Service Details form.

Name: _____ Date: _____

Signed: _____

Instruction to Funeral Directors

Construction of the coffin. The coffin must be made of wood or a wood by product which, when placed in a cremator and subjected to the accepted cremation processes, is easily combustible and does not emit smoke, give off toxic gas or leave any retardant smears or drips after final combustion. No metal furniture or fittings whatever shall be used on a coffin for cremation. No metal of any kind shall be used in the manufacture of such coffin except as necessary for its safe construction and then only metal of a high ferrous content. Cross pieces must not be attached to the bottom of the coffin. If it is desired to strengthen the bottom of the coffin, wooden strips may be placed lengthwise for this purpose. The coffin must not be painted or varnished but may be covered with a suitable cloth. Products manufactured in polyvinyl chloride (PVC), melamine, polyamidone-epichlorhydrin based resins (PAAE), lead and zinc must not be used in the construction of the coffin or its furnishings. The use of Polystyrene must be restricted to the coffin nameplate only in which case it must not exceed 90 grams in weight.

Lining of the coffin. The use of sawdust or cotton-wool must be avoided. If circumstances require, suitable sealing material may be used, but no metal, rubber or polyvinyl chloride (PVC) will be permitted and on no account must pitch or similar substance be used.

Size of coffin. Where the external dimensions of a coffin are likely to exceed; length 81" (206cm): width 28 inches (71cm): depth 22 inches (56 cm) the proper officer of the crematorium must be given advance notice.

Clothing and Content. In order to minimise the release of pollutants to air, it is recommended that clothing should be of natural fibres and that shoes or any material manufactured from PVC should not be included. Body adornments from copper should be removed as should any easily removable prostheses or casts or material. Additional items, particularly of glass or plastic, should not be placed within the coffin.

We confirm that the coffin presented for cremation at the above stated date and time has been constructed in accordance with these instructions.

Funeral Directors: _____ Tel No: _____

Address: _____

Signature: _____